



# CITY OF HOUSTON

## Job Posting

1	Applications accepted from	ALL PERSONS INTERESTED
2	Job Classification	Microbiologist IV
3	Posting Number	PN# 112055
4	Department	Health & Human Services Department
5	Division	Office of Surveillance & PH Preparedness
6	Section	Microbiology and Clinical Section
7	Reporting Location	1115 Braeswood
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs, analyzes and interprets highly complex bacteriological, serological and/or virological tests according to established laboratory procedures, ensuring quality control standards are met.

**CORE FUNCTIONS**

- Performs highly technical bacteriological, serological and/or virological laboratory work according to clearly prescribed procedures and laboratory techniques or developmental methods.
- Assist department supervisor in overseeing all aspects of quality assurance for the section; to include record keeping and continued development of QA initiatives.
- Offer guidance to staff in Levels I, II and III in the areas of work organization and troubleshooting.
- Performs evaluation, validation testing, assists with grant preparation, and writing of protocols.
- Oversees training programs for staff, students and residents. Attends continuing educational programs.
- Other duties as assigned to meet departmental goals and objectives.

10 **WORKING CONDITIONS**

This position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of paper or books (up to 20 pounds or an equivalent weight) may be required.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

A Bachelor's degree in Biology, Bacteriology, Microbiology or a closely related field is required.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Four years of experience in laboratory work dealing with bacteriology, serology or virology are required.

13 **MINIMUM LICENSE REQUIREMENTS**

None

**PREFERENCES**

- Candidate with a Master s degree preferred.
- Two (2) years of experience in laboratory work dealing with bacteriology, serology or virology are preferred.
- Good teaching and communication skills.
- Proficiency with Microsoft computer programs.

**SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION**

☐ Yes ☒ No

This position is not subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

**GENERAL FUND POSITION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 23  
\$1,347 - \$2,532 Biweekly \$35,022 - \$65,832 Annually

18 **OPENING DATE**

July 19, 2006

19 **CLOSING DATE**

Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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